



# SWIMMING POOLS, SPAS, AND HOT TUBS BUILDING PERMIT CHECKLIST

For Residential, Semi-Public, and Public Swimming Pools, Spas, and Hot Tubs

## City of Sedona

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This pamphlet outlines the typical information needed to obtain a construction permit for a swimming pool, spa or hot tub and associated pool safety barriers.. For further information, contact **Community Development Services, 102 Roadrunner Drive, Sedona, Arizona 86336, (928) 282-1154.**

### **PLAN REVIEW APPLICATION**

The Plan Review Application provides information about your project. This information is necessary for permit review and approval.

#### ■ PROJECT LOCATION

Community Development staff can assist you in providing the following information if you cannot obtain it:

- ☐ ASSESSOR'S PARCEL #
- ☐ PROJECT ADDRESS
- ☐ LOT NO. and SUBDIVISION

#### ■ OWNER information.

#### ■ CONTRACTOR

Unless the project is exempt from State contracting license regulations, all work must be done by a licensed swimming pool contractor or individual specialty contractors. The project is exempt from contractor licensing regulations if:

1. It is not for sale or rent, AND
2. Is solely occupied by the property owner.

Public and sem-public pools and spas must be constructed by a licensed swimming pool contractor.

Any questions regarding contractors or license regulations should be directed to the Registrar of Contractors in Phoenix (602-542-1525) or Flagstaff (928-526-2325).

If a swimming pool contractor will be used or is required for your project, the State regulations require that you provide:

- ☐ CONTRACTOR name and address
- ☐ LICENSE TYPE / NO.
- ☐ SALES TAX NO.

If the project is exempt from licensing regulations and the owner is hiring licensed speciality contractors for the work, indicate "Owner" for *CONTRACTOR* and complete the

"Owner-Builder Statement" provided by this department.

#### ■ ARCHITECT / DESIGNER

Professional design is recommended but not required. Plans, however, may be returned prior to review if they are considered deficient. The plans examiner may also require engineering for certain elements of the structure.

### **PLAN REVIEW DEPOSIT AND PERMIT FEES**

A Plan Review Deposit is required at the time an application is made for a building permit. The deposit usually covers the total cost of the permit. Additional plan review and/or permit fees may be assessed if the project involves substantial grading, retaining walls or revisions to the original approval.

The following are the plan review deposits and permit fees for new swimming pools spas and hot tubs, including the pool safety barriers.:

In-ground swimming pools	\$100
Above-ground swimming pools, spas, hot tubs and fountains	\$80

### **PLANS REQUIRED**

- ☐ 2 COMPLETE SETS OF PLANS. The type of plans and information required depends upon the type of pool and complexity of the proposed project.
- ☐ 2 ADDITIONAL SITE / GRADING PLANS for review by engineering and flood control.

#### ***NOTE:***

- All plans shall be drawn to scale and dimensioned.
- Plans must be clear and legible and present enough information to allow a thorough review to be performed by zoning, engineering, flood control and building safety staff members.

Plans considered deficient will be returned before processing the application.

■ **SITE AND GRADING PLANS** (scale: minimum 1"=20')

- ☐ Provide north arrow. Label all streets and highways.
- ☐ Show property lines, easements, edge of street pavement.
- ☐ Locate all existing buildings, decks and covered patios.
- ☐ Show pool location, fences and gates.
- ☐ Dimension distance of pool from property lines and all buildings, decks and covered patios.
- ☐ Show all native vegetation and trees. Indicate canopy size and species. Indicate those to be removed.
- ☐ Indicate location of proposed construction envelope and natural vegetation to be preserved. Provide construction envelope fence for preservation.
- ☐ Show existing and proposed topographic contours (min 2' contour).
- ☐ Indicate finished pool deck elevation(s) and height of walls, fences and retaining walls
- ☐ Show all cut and fill slopes.
- ☐ Indicate estimated quantities of cut and fill.
- ☐ Indicate location of any on-site sewage disposal fields.
- ☐ Show proposed and existing culverts, swales and underground drainage devices.
- ☐ Show location of pool equipment. Indicate method of screening the equipment.

■ **POOL AND EQUIPMENT LAYOUT**

- ☐ Show piping layout. Indicate pipe size, outlet, inlet and skimmer locations.
  - ☐ Provide electrical and BTU ratings of pumps filters and heaters.
  - ☐ Show location and size of electric subpanels, feeders and branch circuits.
  - ☐ Show location and size of gas piping.
  - ☐ Indicate venting and provide combustion air for enclosed gas fired equipment.
  - ☐ Show all proposed and existing pool lighting, area lighting, receptacles and switches.
- Provide GFI protection and clearances to pool as required by NEC Article 680.
- ☐ Indicate bonding, grounding, and raceway materials in accordance with NEC Article 680.
  - ☐ Show water supply and method of backflow prevention.
  - ☐ Specify area and method of disposing of pool filter backwash.

**NOTE:**

*Pool filter backwash must be disposed of on site without runoff into adjacent properties, washes or public streets. Backwash cannot be discharged into any sewer or individual waste disposal system.*

■ **STRUCTURAL SECTIONS**

- ☐ Show pool wall construction, thickness and reinforcement.
- ☐ Provide details of supporting retaining walls.

■ **POOL SAFETY BARRIERS**

- ☐ Indicate methods of providing pool safety barriers around the pool.

*Copies of City Code specifying the minimum requirements for pool barriers are available from Community Development.*

■ **EXTERIOR PAINT AND FINISHES**

- ☐ Indicate the type of material, finish and color of fences, gates and retaining walls. Paint or color samples may be required.

*Except for natural wood finishes, exterior paints and materials must have a light reflectance value (LRV) of 38% or less and a chroma meeting the requirements of the Munsell Color Book. All chainlink fencing must be vinyl coated or painted to comply with LRV and chroma standards.*

**DESIGN CRITERIA AND ADOPTED CODES**

- ☐ 1994 Uniform Swimming Pool and Spa Code
- ☐ 1999 National Electrical Code
- ☐ City Code Article 7-1-2 KK. Pool Barriers

**PUBLIC AND SEMI-PUBLIC POOLS**

County and /or State health department approval is required for public and semi-public pools. A copy of the permit needs to be provided this department prior to issuance of a City permit.

You may contact the following agency for additional information:

Arizona Department of Environmental Quality

2005 N. Central Avenue  
Phoenix, AZ (602) 207-2300

### **SUBDIVISION APPROVAL**

Deed restrictions may require that each owner obtain subdivision architectural committee approval prior to beginning construction. It is the property owner's responsibility to contact their subdivisions committee and comply with their regulations.

A list of known subdivision committees is available from Community Development.

### **PROCESSING TIMES**

Plans and permit applications are processed on a first come first serve basis. Review times vary with the complexity of the project, the current volume of permit applications, and the quality of the submittals received.

Generally you can expect the initial review to be completed in 5 to 10 days.

Subsequent submittals and additional time are sometimes required to address significant corrections or obtain other agency approvals before the permit can be issued.

### **EXPIRATION OF PLAN REVIEW AND BUILDING PERMITS**

Permit applications expire 180 days after the date of submittal, unless a building permit is issued.

Building permits expire 180 days after issuance, unless construction is commenced and diligently pursued to completion. Progress inspections must occur at least every 180 days in order to keep the permit active.

Requests for permit extension are available from Community Development. An extension may be granted for unforeseeable and justifiable delays.

### **CONSTRUCTION INSPECTIONS**

All of the customary inspections required for new structures are listed on the Job Card you receive when your permit is issued. The following are the minimum inspections necessary:

- PRE-GUNITE AND ELECTRICAL
- GAS LINE TEST
- POOL AND SAFETY BARRIER FINAL

Additional inspections may be required for retaining walls or other structures related to the pool installation. You may contact the Building Department staff in order to determine the specific inspections required for your project.

It is the customer's responsibility to call for all required inspections. No portion of the construction work may be covered, concealed or put into use until approved by the inspector. *Pool safety barriers must be in place prior to filling the pool with water.*

A final inspection of the project must be requested prior to putting the pool or spa into use. Failure to request a final inspection or provide safety barriers may result in the issuance of a Civil Citation.

Inspections are conducted between 7:30 a.m. and 4:00 p.m. Monday through Friday. Inspections are scheduled by calling 282-3268 and leaving a "voice mail" message, please leave permit number and type of inspection. Calls received before 7:00 a.m. can be scheduled for inspection that same day.

### **BUILDING PERMIT NOT REQUIRED**

A building permit is NOT REQUIRED for a swimming pool meet ALL of the following conditions:

- A prefabricated pool in which the all walls are entirely above grade.
- Capacity does not exceed 5000 gallons.
- The pool is accessory to a single family dwelling.
- There is no associated mechanical equipment, plumbing or electrical wiring or devices.

Even though a building permit is not required, the following conditions apply to the pool:

- ☐ The pool cannot be located in front of the principal residence.
- ☐ The pool cannot be located closer than 10 feet to any other structure.
- ☐ The pool must be at least 5 feet from side and rear property lines.
- ☐ Any pool more than 18 inches deep or greater than 8 feet in any dimension must have a pool barrier or removable steps complying with the City's pool barrier requirements.

Contact Community Development staff prior to installing your pool if you have any questions.